

APPROVED 04/02/2009

At 6:20 pm the Board's meeting was called to order. Present were Selectmen Brett Hunter and Greta St Germain; Road Agent Guerwood Holmes; and Town Administrator Heidi Carlson.

Board members and Holmes began reviewing the highway budget. St Germain said that she had reviewed the budget and had some questions.

Holmes indicated that the Town currently has three sanders. There was discussion about summer equipment hire and what that contained. He indicated it included a hired backhoe, dump trucks or others that are hired to do contracted work. He indicated this is a subcontractor line.

There was discussion about other budget line items and what was included in each of the line items, so that St Germain could understand.

The Board and Holmes spent time reviewing line by line budget reorganization to result in the following proposed line item delineation for the 2009 budget. This was reviewed and reworked to fall within the 2008 default of \$327,646 and to take into account the 2009 request as well as what was spent through the first quarter of 2009.

Line Item	Highway Department Description	2009 Budget
4312-001	Winter Salt	29,000
4312-002	Winter Sand	20,000
4312-003	Winter Equipment Hire	120,000
4312-005	Plow & Sander Maintenance	5,500
4312-006	Summer Equipment Hire	50,000
4312-007	Labor	44,080
4312-008	Labor - Overtime	6,500
4312-009	Culverts	2,000
4312-010	Cold Patch	2,500
4312-011	Signs & Posts	1,000
4312-012	Gravel Stone Loam	7,000
4312-013	Hand Tools & Supplies	300
4312-014	Power Tools	540
4312-015	Hottop	12,000
4312-017	Communications	1,400
4312-018	Engineering Fees	500
4312-022	Painting Lines	0
4312-025	Gravel Roads	0
4312-027	Tree Work	8,215
4312-028	Roadside Mowing	2,000
4312-035	Beaver Control	500
4312-075	Road Agent Salary	4,511
4312-076	Subdivision Review	0
4312-077	Sander Building	0
4312-098	Mileage	0
4312-100	Training	350
4312-101	Clerical	0
4312-103	New Equipment	0
4312-105	Truck & Equipment Maintenance	4,000
4312-106	Truck Fuel	5,000
4312-110	General Supplies	500
4312-111	Safety Equipment & Supplies	250
	TOTAL	\$ 327,646

There was discussion about the overall road plowing for the Town and how it was done and which drivers generally did which areas. Holmes said that in general, each contractor has a route, but when they are done or when there are special circumstances, they might shift around or go help out on another route. In general, he said that Keith Burleigh does the Riverside Drive Area; John Bolduc and Leon Holmes Sr trucks are on the North Side; Guerwood's pickup goes all around and does most of the parking lots (school and town lots); Leon Holmes Jr is primarily on the main roads within the South side; and Guerwood's big truck (with another driver) does the – subdivisions – Poplin Acres Evergreen Estates, Mast Tree Estates, Gristmill Road, Hooke & Taylor, Hawthorne, Cooper, Whitman, Emerson, and Susan's Way. The Town's one tone truck is generally all around where needed, and does Treaty Court, assists with the School, Complex, Cavil Mill, Victoria Farm Road, and Birch Haven.

At 6:35 pm Neal Janvrin came into the meeting.

Holmes indicated that the only Town-owned vehicle is a one ton truck. St Germain asked about maintenance records and how they are tracked. In follow-up to this discussion, St Germain said she would work on a log for them to use for a maintenance record on the truck. Holmes thought this would be a great help.

Holmes then discussed the FEMA money that will be coming back to the Town. He was advised by the FEMA representative this would be somewhere in the neighborhood of \$30,000. Specifically Holmes wanted to talk with the Board about the approximately \$3,000 that would be coming back for future brush and tree cleanup work, not yet done. Holmes said he wanted to see this additional \$3,000 come back to his budget to fund the work being done.

There was discussion about this and how to handle it as a budget matter. Carlson believes that it can be designated as an unanticipated "gift or grant" and used for the purpose for which it was received. In order to be accepted under RSA 31-95-b, it must have a public hearing, and require the outlay of no additional town funds. Holmes said he would use the money received to fund the remaining clean-up work to be done, and he understood that the use would need to be well documented in terms of accounting records. This will likely be discussed again when the FEMA reimbursement is received.

Holmes then talked about the Highway Block Grant received annually from the State of NH. Holmes said he had contacted the NH Department of Transportation to learn more about how this money could be used. He gathered information from State officials that it was a local decision as to how to use that money, but that it could certainly be a policy decision to use it in addition to town-appropriated money. Currently Block Grant funds offset the Town's expenditure, causing less money to be raised in taxation for highway maintenance.

Holmes questioned the Board about whether they would treat this in the same way (accept and expend). There was lengthy discussion how the voters had expected the funds to be used, at least for how it was explained in calendar year 2009. This is something to consider for the future, to try and catch up with delayed highway maintenance work.

Holmes expressed that we are not doing enough to keep up with the road work in Town. Holmes said that we now have 50 miles of road and the rule of thumb is that every 20 years a road needs rebuilding. We are currently doing ½ a mile and we would need to do 2.5 miles per year to keep up with the current inventory. There was discussion about the Town's roadway maintenance program. Holmes expressed concern that we are going to fall further behind without some paving money. He said that we have come a long way in the Town and we have good rules in place now about how roadways are built.

Hunter read the following paragraph, which is contained in Fremont's Master Plan draft, in the

Transportation chapter. As the Planning Board works on the updates to the Master Plan, this has been reviewed by the Board of Selectmen and Highway Department as the warrant article funding paving upgrades was not approved in 2009.

“Transportation planners have long held that sound roadway management involves rebuilding a road every twenty years. Once a roadway is built, it usually takes twenty years before it has deteriorated to the point of requiring reconstruction. For the past several years, the Fremont Highway Department has been allotted enough money to rebuild one-half mile of roadway per year, however, the Department would need to rebuild two and a half miles of roadway per year in order to maintain the recommended twenty year road reconstruction program.”

Holmes reiterated that he feels the Town will be behind if we are unable to do some overlay and/or reconstruction work every year.

Richard Butler came into the meeting at 6:55 pm.

Holmes questioned having the proposed funding for paving included in the operating budget in 2010. He thought that including the hottopping within the operating budget would help people decide to include it. There was discussion about warrant articles and operating budgets that are now at default level.

Holmes then discussed the Town’s voting on the two roads to be accepted which were both rejected in 2009. He thinks we are one of the last towns left in the state that has not already designated this authority to the Board of Selectmen. Carlson indicated that recent legal research indicated that the authority can be vested with the Board of Selectmen if so designated by the legislative body at a future town meeting. It was felt this question should be placed on the 2010 warrant as should the acceptance of Risloves Way and Moose Meadow. There was discussion about the residents who live on those roads who have expressed their understanding as to the Town accepting roads once improvements had been properly completed.

Carlson said that Bob Rydeen had been in to the office to follow-up regarding the conversation he had with Selectmen on the night of the ballot recount, indicating the Board has another potential avenue to pursue by designating the roads as emergency lanes per a highway statute.

Holmes thanked the Board and left the meeting at 7:22 pm. Selectmen thanked him for his time and all of the information.

Richard Butler came to the table to discuss a personnel matter.

Motion was made by Gates and seconded by St Germain at 7:25 pm to enter non-public session pursuant to NH RSA 91-A 3 II (c) to discuss a personnel matter. The vote was unanimously approved 3-0 on a roll call vote.

At 7:40 pm motion was made by Hunter and seconded by St Germain to return to public session. The vote was unanimously approved 3-0 on a roll call vote.

Upon return to public session, there was discussion about the naming of the Safety Complex driveway. No final decisions were made.

At 7:45 pm Butler left the meeting and Police Chief Neal Janvrin came to the table to discuss the Police Department budget reorganization. As with other budgets, Carlson had done a template with the default budget total, trying to realign as best as possible to the 2009 request.

Janvrin said he had reviewed the budget thoroughly and is doing the best he can to work within the totals.

He explained he has just learned of a grant process (which he has been working on this week) which would give the Department up to \$17,000 in new equipment, which would about cover the lost funding from the “new equipment” in 2008 (lost in the default budget). Janvrin explained this funding would equip three marked police cruisers with the SPOTS (State Police On Line Telecommunications System) and would allow officers to contact Dispatch and talk car to car without using the radio, all done on a computer screen. He would also be able to purchase the IMC Investigation Module and upgrade the computer backup system that is in dire need of repair. He said that if money allows, he would also put another workstation in the police station.

After review and discussion, each of the Police Department line items was reviewed and discussed, resulting in the following allocations:

Line Item	Description	2009 Budget
4210-101	Clerical Wages	26,565
4210-103	Telephone	3,480
4210-105	Postage	400
4210-107	Office Supplies	2,000
4210-108	Internet Service	1,284
4210-109	Printing	650
4210-111	Equipment	8,291
4210-113	Computer Programs	5,697
4210-201	Firearms Training	3,296
4210-202	Firearm Supplies	2,500
4210-203	In Service Training	4,944
4210-204	In Service Supplies	500
4210-205	First Aid Training	910
4210-207	New Officer Training	4,298
4210-209	Firearms Range	910
4210-301	Patrol Wages	224,928
4210-303	Call Out Wages	3,433
4210-307	Investigations	36,005
4210-309	Mileage Reimbursement	0
4210-311	Prosecution Services	12,420
4210-401	Uniforms & Safety Equipment	6,600
4210-403	Communications	1,912
4210-405	Equipment Repair & Replacement	500
4210-407	First Aid Equipment	500
4210-409	Investigation Equipment	1,000
4210-411	OHRV Equipment	250
4210-501	Fuel – Primary Patrol	10,090
4210-503	Fuel – Backup Patrol	2,900
4210-505	Fuel – SUV	1,800
4210-507	Fuel – Unmarked	1,972
4210-508	Fuel – DARE Car	275
4210-509	Fuel - OHRV Units	500
4210-511	Fuel – All Other	130
4210-601	Maintenance – Primary Patrol	2,500
4210-603	Maintenance – Backup Patrol	1,000
4210-605	Maintenance – SUV	500
4210-607	Maintenance – Unmarked	2,000
4210-609	Maintenance – DARE Car	250

4210-611	Maintenance – Unit 7 OHRV	600
4210-613	Maintenance – Unit 8 OHRV	600
4210-615	Maintenance – All Other & Labor	3,800
	TOTAL	\$ 382,190

There was discussion about the NH PELRB Petition filing for the police officer union proposal. The Town has to file any additional information for the Board's consideration no later than April 7, 2009. Carlson and Chief Janvrin continue to work with Town Counsel on this matter.

There was discussion about reappointing Renee King appointment as police officer. Janvrin explained again that King had gone to the part-time academy so that she could handle all aspects of the Animal Control position and did not have to burden another officer with those tasks that only an officer could do. He said in a time when we are trying to do more with less, that having her able to do the entire ACO job without pulling a patrol officer to do certain parts, was a benefit to the position and to the Town. He indicated that shortly the dog warrant would be prepared by the Town Clerk, and that there was a lot of administrative time King would spend on the follow-up, which would not require a second officer. Janvrin indicated that she had not planned to be a patrol officer.

Janvrin said again that he was committed to doing the best he could with the budget allocation. He expressed concern about his cruiser maintenance as it had not planned to be one the road another year, but would do his best to make it all remain in the "black."

Janvrin left the meeting at 8:57 pm.

OLD BUSINESS

1. Selectmen reviewed the minutes for 19 March 2009. Motion was made by Gates to approve the minutes of March 19th as printed. Hunter seconded and the vote was unanimously approved 3-0.

2. There was follow-up discussion to the signed Cable Contract in that the failure of the revolving fund article to pass leaves the Town no way to manage any cable revenues. Carlson had contacted Peter Epstein for follow-up and Epstein had provided information on what portions of the contract would have to be amended if the Town does not have a cable access revolving fund.

There was discussion about an earlier email from Keith Stanton, which will be handled with the next article in the newsletter to address cable management issues. The information needs to get out to all of the voters as the Board now cannot move ahead in the same fashion with cable access. It is hoped that Comcast will agree to review these amendments and perhaps do the build-out items and simply keep the franchise fee revenue. If the Town had a fund, franchise fees would come in and go back out to pay for the designated improvements once completed.

The other downside to not having a fund means that the Town cannot go out and purchase cable equipment needed to get the public access channel off the ground.

There was discussion about the cable information article for next newsletter and for posting on the website to help people understand what the next steps may be in the process.

3. Selectmen reviewed and finalized the list of fee schedule changes. The notice was approved as follows:

**TOWN OF FREMONT
PUBLIC HEARING**

The Fremont Board of Selectmen will hold a public hearing on April 9, 2009 at 6:45 pm at the Fremont Town Hall, basement meeting room, 295 Main Street in Fremont NH to discuss changes to the Town's Fee Schedule.

The full schedule of changes is shown below. It is also available in the Town Offices, posted at town buildings, and on the website at www.fremont.nh.gov on the Board of Selectmen page.

The public is invited to attend.

The following fees are proposed to be added/updated:

**Town of Fremont NH
Fee Schedule
Proposed Updates April 2009**

Generator Set and Transfer Switch Electrical \$65.00

Generator Set and Transfer Switch Electrical with Propane Supply Source \$110.00
(reduced by \$20.00 from combination of fees currently in place).

Master Plan \$15.00 *(Reduced by \$5.00)*

Natural Resource Inventory (NRI) Plan Copy \$25.00

4. Selectmen participated in the recount of Warrant Article 32 on Tuesday afternoon March 24, 2009 at the Fremont Safety Complex. The Town Clerk has prepared a written record of that recount process so no separate minutes for the Selectmen's participation is necessary.

Selectmen indicated that during the ballot recounting session that the vote count had changed slightly. There was discussion about absentee ballots and how they are handled, as well as the misprinted absentee ballots. The Board asked for the Town Clerk to meet with them briefly next week to explain this process.

5. Selectmen reviewed an email from Robert Bartley regarding the stale check he did not cash from the prior 2007 abatement processing. The check (dated August 2008) is stale according to bank policy. While the Board expressed appreciation for the items contained in Mr Bartley's letter, it does not change the bank policy about stale checks, and the fact that a check cannot be honored from a prior budget year that has gone stale. The possibility of a "must cash by" date being printed on checks was discussed, if this can be done.

6. Carlson outlined an orientation Primex training which will be held for all Town Employees on Monday April 20, 2009 at 7:00 pm. This was discussed while chief Butler and Chief Janvrin were at the meeting. This session has been set to begin the compliance with the "Prime" Program at Primex to reduce the Town's cost and rating factors for worker's compensation insurance, as well as allow the Town to remain a member of Primex.

NEW BUSINESS

1. Selectmen reviewed the accounts payable listing and invoices for the current week. The invoices total \$30,338.00. No checks were prepared but the Board approved the total amount for when the checks can be prepared.
2. Board members reviewed the folder of incoming correspondence.
3. Selectmen reviewed Veteran Credits for 2009 that meet the criteria for approval. This included the following residents:

Daniel N Smith	98 Copp Drive	02-151.005.006
William N Natale	23 Deer Run	02-105.022
John Beland	62 Christopher Lane	03-001.001.45B
John Lennon	337 Main Street #3	03-135
Daniel Shorb	31 Midnight Sun Drive	05-004.010
Brian F Smith	58 Gristmill Road	02-173.009
Robert W Bolton	53 Tarah Way	03-002.002.26B

Motion was made by Gates to accept and approve the veteran credits as specified for the following individuals: Daniel N Smith, William Natale, John Beland, John Lennon, Daniel Shorb, Brian F Smith, and Robert W Bolton. St Germain seconded and the vote was unanimously approved 3-0. Selectmen reviewed and signed each of the application forms.

4. Selectmen discussed an email from Keith Stanton regarding Building Inspector wages and questions about benefits as well as other comments. The Board discussed this information at length and suggested that this information is available upon request at the Selectmen's Office and questioned Carlson about how long it had taken to put together. The Board decided that a letter would be sent to Stanton indicating that the information was available and that he could make arrangements with the Selectmen's Office during business hours to review it.

5. Selectmen reviewed and signed vacation requests for Heidi Carlson.

6. A meeting with EMD Aaron Epstein has been scheduled for next Thursday, April 2, 2009 to discuss his reappointment. At the same time, the Board will discuss a NH DES dam preparation meeting, as it has been offered by NH DES.

Epstein's information has also been forwarded to the Rockingham Planning Commission as the contact for the necessary updates to the Town's Hazard Mitigation Plan. The RPC plans to get this underway in April (and completed by June 30, 2009) with assistance and a grant from the Rockingham Planning Commission. One of the Selectmen may also be needed for this updating session.

7. Selectmen reviewed contracts for 2009 Mosquito Control to include Municipal Pest Management Services Inc for Fremont Larval Mosquito Control Program totaling \$12,000; and Swamp Inc for Biological Monitoring for Larviciding and Adulticiding Mosquito Control Program totaling \$37,550.

Gates moved to sign the two contracts pursuant to the Town Meeting vote of March 2009 for a total authorized appropriation of \$49,550. Hunter seconded and the vote was unanimously approved 3-0.

Due to the lateness of the hour, additional legal matters were held off until next week. Selectmen were given copies of a letter from Attorney Roy Weddleton, representing the Developer of Risloves Way regarding the roadway acceptance matter.

NEXT WEEK

The next regular Board meeting will be held on Thursday April 2, 2009 at 6:00 pm.

With no further business to come before the Board, motion was made by Hunter and seconded by Gates to adjourn the meeting at 10:25 pm.

Respectfully submitted,

Heidi Carlson
Town Administrator